

Action papers

Papers requesting DCI or DDCI approval for an Agency action will be forwarded in an original and one copy with attachments.

Route to the DDCI and DCI through the Executive Director.

Original will be returned to originating component  
carbon copy will be retained by Exec Reg for 6 months then destroyed.

Information papers

On other than substantive intelligence --forward to Office of Director in original and one carbon.

Orig to be returned to originating component

Carbon retained by Exec Reg for 90 days.

Preparation of material for signature .

Memos or letters going outside the Agency prepared for DCI or DDCI signature should be transmitted to the Exec Reg with an original and one copy for addressee, ~~one~~

one copy for signing official (so marked)

one copy for Exec Reg.

addtl copies determined by orig office.

After signature - dispatch and dissemination will be made by Exec Reg as indicated by office of origin.